
SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS
ADMINISTRATION COMMITTEE

January 4, 2007

MINUTES

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. DUE TO TECHNICAL DIFFICULTIES AN AUDIO CASSETTE TAPE OF THE ACTUAL MEETING IS NOT AVAILABLE FOR LISTENING.

The Administration Committee held its meeting at SCAG Offices, Downtown, Los Angeles, CA. The meeting was called to order by Dennis Washburn, Vice Chair, Calabasas. There was a quorum.

Members Present

Aldinger, Jim	City of Manhattan Beach
Baldwin, Harry	City of San Gabriel
Bowlen, Paul	City of Cerritos
Clark, Margaret	City of Rosemead
Dixon, Richard	City of Lake Forest
Edney, Jon	City of El Centro
McCallon, Larry	City Highland
Nowatka, Paul	City of Torrance
Parks, Bernard	City of Los Angeles
Roberts, Ron	City of Temecula
Wapner, Alan	City of Ontario
Washburn, Dennis (Vice Chair)	City of Calabasas

Members Not Present

Becerra, Glenn	City of Simi Valley
Loveridge, Ronald	City of Riverside
Lowenthal, Bonnie	City of Long Beach
Masiel, Andrew	Pechanga Band of Luiseno Mission Indians
O'Connor, Pam	City of Santa Monica
Ovitt, Gary	County of San Bernardino
Pettis, Greg	City of Cathedral City
Young, Toni (Chair)	City of Port Hueneme

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS
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January 4, 2007

MINUTES

1.0 CALL TO ORDER & PLEDGE OF ALLEGIENCE

Hon. Dennis Washburn, Vice Chair, Calabasas, called the meeting to order at 9:10 a.m.

2.0 PUBLIC COMMENT PERIOD

None.

3.0 REVIEW and PRIORITIZE AGENDA ITEMS

Items 4.2.1 and 4.2.2 were pulled for discussion.

4.0 CONSENT CALENDAR

4.1 Approval Item

4.1.1 Minutes of December 14, 2006 Meeting

4.1.2 Resolution 07-482-1 Authorizing SCAG to Accept Blueprint Planning Grant Funds

4.1.3 Use of SCAG Logo for Caltrans Transit

Motion was made (Nowatka) to approve the Consent Calendar; excluding Items 4.2.1 and 4.2.2. Motion was seconded (Bowlen) and unanimously approved.

4.2 Receive and File

4.2.1 Purchase Orders/Contracts \$5,000 to \$250,000 and MOUs Between \$5,000 to \$250,000

The Committee asked why a large number of contracts only had one or two bidders. Wayne Moore, CFO, explained the bidding process used to award a contract and the small number of firms qualified to bid on SCAG projects.

Motion was made (Pettis) to receive and file Item 4.2.1. Motion was seconded (McCallon) and unanimously approved.

4.2.2 FY 06 Comprehensive Annual Financial Report

Wayne Moore, CFO, provided the Committee with a brief summary of actions taken by staff and the external auditors to date. The Committee requested a presentation and further discussion at the next Regional Council meeting.

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS
ADMINISTRATION COMMITTEE
January 4, 2007

MINUTES

Motion was made (Pettis) to receive and file Item 4.2.2. Motion was seconded (Bowlen) and unanimously approved.

5.0 ACTION ITEMS

5.1 Sponsorship of the 2007 California Delegation Reception

Don Rhodes, SCAG Staff, provided a review of the activities planned for this year's trip and possible participants.

Motion was made (Edney) to approve the sponsorship Motion was seconded (Ovitt) and unanimously approved. Clark abstained.

5.2 Regional Council Day Activities/Upcoming Issues Workshop

Mark Pisano, Executive Director, provided the Committee with background on the formation of the Policy Committees previous schedule. In addition he addressed a request made by the Committee to review the schedule and structure of the Policy Committee and Regional Council meetings. The Committee discussed the possibility of taking these types of actions:

- Notice meeting start times to begin immediately following the conclusion of a previous meeting.
- Separate meeting days for the Policy Committee and Regional Council (2 day format) or bi-monthly meetings
- Policy Committee Meetings to address special and specific policy issues; the Regional Council would address all other issues
- Review the governance of agendas to avoid duplication of issues
- Hold a workshop to discuss the governance and bylaws

Items in progress:

- Annual Calendar of Issues and Events
- Operating Procedures regarding Committee meetings
- Executive Director approval to reschedule or cancel Committee meetings

No action was taken; feedback provided.

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS
ADMINISTRATION COMMITTEE

January 4, 2007

MINUTES

6.0 INFORMATION ITEMS

6.1 CFO Monthly Financial Reports for November/December 2006

Wayne Moore, CFO, reported:

The Accounting Division initiated the following improvement projects:

- Treasury Operations
- Investigation of Alternative Payroll Processing Services
- Exploring Our Options with Respect to SAP
- The Audit Committee will receive additional analysis of GASB 45
- The Comprehensive Annual Financial Report (CAFR) was distributed in December 2006
- Submitted an Application to the GFOA for the Certificate of Achievement for Excellence in Financial Reporting for the FY06 CAFR.

Budget and Grants:

- Amendment #2 for the FY07 OWP was approved by Caltrans and submitted to FHWA for final authorization; Amendment #3 is scheduled for late January
- Finalized the Blueprint Planning Grant resolution authorizing the new grant award
- Completed compilation of the FY 07-08 OWP draft submittals

Contracts:

- Executed a Notice to Proceed for five contracts, two Contract Amendments, three Continuing Cooperative Agreements, one Amendment for the Subregions, and posted six RFPs
- Began the transition of Purchasing activities from the Business Operations Division for the multiyear Photo Copier and the Records Retention Implementation Project

7.0 FUTURE AGENDA ITEMS

8.0 ANNOUNCEMENTS

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS
ADMINISTRATION COMMITTEE

January 4, 2007

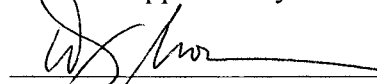
MINUTES

9.0 **ADJOURNMENT**

Hon. Dennis Washburn, Vice Chair, adjourned the meeting at 10:00 a.m.

The next meeting will be held at the Downtown Los Angeles SCAG offices on Thursday, February 1, 2007.

Minutes Approved by:



Wayne Moore, Chief Financial Officer
Staff to the Administration Committee